

22 May 1950

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Additional Strength of OCD Library and Liaison Division.

1. The Management Staff fully appreciates the increased document workload of OCD and has closely watched this development. The sudden increase of the past two months is too recent to determine if this is a sporadic development or will continue at this higher level. To alleviate this situation, Management has considered the problem in conjunction with like activities in ORE and OSI, directing its efforts toward simplification of procedures and methods.

2. Within the past year, the Management Staff has suggested the following actions which would reduce the total Agency effort expended in document control, distribution, indexing and reference usage;

a. Participation of ORE and OSI in coding and indexing the materials to be retained in OCD central reference facilities.

b. Consolidation of ORE information control with OCD operations.

c. Functional equipment and simplified procedures for Library reference operations.

d. Simplification of control records in headquarters of Liaison Division.

3. If consideration is given at this time to implementation of appropriate portions of the above listed Management suggestions, it would appear that the OCD request requires the following action:

a. DISAPPROVE: 2 GS-7 Junior Analysts, Analysis Branch. These positions are not needed if; (1) materials to be coded and indexed are selected by ORE and OSI, or (2) more critical selection is employed by the Library in materials it includes in the file. ORE analysts feel the files contain considerable useless data.

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b. APPROVE: 1 GS-5 Disseminator - State Desk, Liaison Division. This activity may require further increase if OCD

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undertakes reading for ORE divisions. Plan is now under test with OSI.

c. DISAPPROVE: 1 GS-4 Control Clerk. This work can be handled if the suggestions of Management are implemented and if part of the workload is assigned to the IAC desks.

d. APPROVE FIVE OF: 2 GS-4 file clerks Reference Branch
3 GS-3 file clerks
3 GS-3 typists

New functional furniture and simplified procedures should provide working time to handle the workload.

e. APPROVE: 1 GS-4 Dissemination Clerk
1 GS-4 Control Clerk Central Records
1 GS-3 Mail Clerk

It is hoped that these positions can be recaptured from ORE information control when OCD assumes reading and distribution duties of ORE information control.

4. In summary, authorization of nine of the fifteen positions requested by AD/OCD should permit OCD to render efficient service if suggestions for simplification are implemented.

5. The Management Staff is charged with continuing responsibility to assist AD/OCD in the further simplification of procedures and methods employed in document handling. As new mechanical devices appear and as new techniques are reported, their application to this operation will be explored.

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Management Officer

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